

AYLSHAM TOWN COUNCIL  
TERMS OF REFERENCE

**CHRISTMAS LIGHTS COMMITTEE**

**Objective**

The Christmas Lights Committee is constituted as a Standing Committee of Aylsham Town Council to oversee the acquisition, installation, removal and maintenance of the Christmas lights for the town. The committee will also be responsible for the acquisition, installation, removal and maintenance of the decorations inside the Town Hall.

The organisation of the annual 'Aylsham Christmas Lights Switch-on' for the benefit of the community and traders will be organised by the Aylsham Events Committee.

**Membership**

- Membership shall consist of three Town Councillors elected by the Town Council.
- The Committee shall appoint other members annually, who may not be Councillors.
- The Chairman of the committee shall be elected annually from the Councillor members.
- A quorum shall consist of 4 members, one of which must be a Town Councillor.
- Council members who do not sit on the Christmas Lights Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
- A Vice Chair may be elected from a non-councillor committee member

**Areas of Responsibility**

The Christmas Lights Committee has the delegated authority:

- to place orders for works, goods and services within the limitation of the approved annual budget and any additional funds sourced by the Committee. All orders must be processed through the Town Council office
- The Committee shall approach the Town Council for any budget changes or increased funds should it become necessary
- The Committee shall comply with all health and safety regulations and the policies of the Town Council with regard to working at height, working with electrical installations, the safe operation of mobile elevating work platforms and working on or near roads and pavements. All due regard will be given to the safety of the installers and members of the public.
- The Committee shall log a plan for the installation and removal of the lights with the Maintenance Manager of the Town Council for their scrutiny and approval at least 4 weeks prior to the work. The plan will detail the plan for installation and removal in each street including the equipment needed for the work, how this will be sourced, and the safety procedures that will be followed. The Maintenance Manager may request any revisions to the plan in the interests of safety or prevention of damage.

**Meetings**

Meetings will take place on an ad-hoc basis but at least three times a year.

The Town Clerk or the Chairman of the Committee may call additional meetings as and when necessary.

**Review**

These Terms of Reference are to be reviewed every two years

Aylsham Town Council

November 2018

Reviewed February 2023– no changes

Reviewed and Revised May 2025

Reviewed and Revised August 2025 on committee request